

776005/31/05

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: **FIRE SAFETY INSPECTOR II**

DEFINITION

Under general supervision, to perform a variety of fire safety education, prevention, inspection, and enforcement duties; and to do related work as required.

REPORTS TO: Deputy Fire Marshal

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Deputy Fire Marshal.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Participate in public information/fire safety education activities; prepare pamphlets, brochures, and other materials; give presentations and demonstrations.
- Inspect commercial, residential, educational, institutional, public assembly, and selected industrial buildings and facilities to determine compliance with fire and life safety codes, standards, and regulations, including hazardous materials disclosure and enforcement.
- Follow up on fire code violations found by Suppression Division inspections to verify, or obtain, compliance.
- Compose and issue written correspondence, notices, and citations; keep records of inspections and preparing specific documents and reports.
- Issue and explain permit applications and requirements.
- Manage and maintain control of security locking systems and devices for emergency access to specific public and private buildings.
- Investigate public complaints concerning fire safety and respond to requests for service and assistance.
- May participate in the compliance review of building plans and construction.

QUALIFICATIONS

Knowledge of:

- Principles and practices of fire safety education, inspection, and enforcement work.
- Fire, life safety, electrical, mechanical, and building codes and standards; Titles 19 & 24 of State codes, and National Fire Protection Association (NFPA) standards.
- Manufacturer's installation instructions for equipment and systems for industrial and commercial applications.
- Common hazardous materials, fire safety, building, and electrical hazards.
- Fire detection and extinguishing systems, equipment, and appliances.

- Organization and functions of a municipal fire department, and relationship of other municipal departments.

Ability to:

- Understand and interpret fire, life safety, and building codes and standards; Titles 19 & 24 of the California Code of Regulations, NFPA standards and manufacturer's installation recommendations and directions.
- Detect common fire safety hazards and code violations and determine proper safety measures.
- Compile and tabulate information and data; maintain written and computerized records of inspections; prepare inspection reports and correspondence.
- Speak effectively and conduct presentations to groups and audiences.
- Express ideas clearly and concisely, verbally and in writing.
- Provide testimony in a court of law relating to fire hazard violations.
- Understand and execute oral and written directions and provide effective oral and written direction.
- Establish and maintain effective working relationships with other City employees and those contacted in the course of work.
- Exhibit appropriate and professional conduct.
- Work overtime or shifts as required.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of the twelfth grade preferably supplemented by college level courses in Fire or Building Inspection, Code Enforcement, Hazardous Materials, Fire Protection Systems and Building Components, or closely related coursework.

Experience: Two years of experience comparable to that of a Fire Safety Inspector I with the City of Riverside.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of, or ability to obtain, an appropriate, valid Class "C" California Motor Vehicle Operator's License.

Possession of a Certificate of Completion for PC-832 (Arrests and Procedures) training within 6 months of employment.

Possession of State Fire Marshal certification as Fire Prevention Officer I*, or certification as a Fire Code Inspector** from the International Conference of Building Officials, within two years of employment.

* Fire Prevention Officer I requirements:

- a) Completion of Prevention 1A, 1B & 1C as prescribed by the State Fire Marshal.
- b) 3 years paid fire prevention experience with a California Fire Department.
- c) Completion of 30 college units of which 15 are Fire Science related.

** Fire Code Inspector Certificate:

- a) Attainment of certificate as prescribed by the International Conference of Building Officials.
- b) 3 years paid fire prevention experience with a California Fire Department.
- c) Completion of 30 college units of which 15 are Fire Science related.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Fire Safety Inspector II

TO: Sr. Fire Safety Inspector